



CODE ENFORCEMENT

Borough of Bergenfield

198 North Washington Avenue, Bergenfield, NJ 07621

(201) 387-4055 x4151

YEAR 2022

Annual Registration of ALL Two-Family Structures

And ALL Non-Owner- Occupied Single-Family Structures (Ord. No. 03-2307)

Enclosed is a Registration Form for your convenience which is required to be completed and returned **IMMEDIATELY**. The required fees are for rental units only and are as follows: \$50.00 for one family registrations and \$50.00 for each rental unit in a two-family dwelling. Please note that this fee will only be waived for Senior Citizens and Veterans who already have deductions filed with the Bergenfield Tax Department. This application must be notarized and it is your responsibility to schedule an appointment with this office. Please be advised that inspections are scheduled:

Monday, Wednesday & Friday from 9:00 a.m. to 12 p.m. and 1:00 p.m. to 4:00 p.m.
Tuesday & Thursday 12:00 p.m. to 3:00 p.m. and 4:00 p.m. to 7 p.m.

A registration form must be completed even if you own and reside in a two-family house. Also, any single-family homes being rented must complete the enclosed form. When a tenant moves out and a new tenant moves in, you are required to update your registration by completing a new application supplying the new information. In the event a single-family residence is no longer being rented, you are required to contact this office in writing.

Please be advised that owners who do not comply with this ordinance will be subject to fines: not less than \$2,000.00 for the first offense.

Should you have any questions concerning the fee to be included with the completed form, please contact the Code Enforcement Bureau at the above referenced telephone number or visit the Code Enforcement office located in the Building Department in the basement of the Borough Hall. We will be pleased to assist you.

Thank you for your immediate attention to this matter.

Sincerely,

Michael Ravenda
Code Enforcement Officer

enclosure

Registration Number: _____

CODE ENFORCEMENT

Located in Borough Hall, Basement Level, In the Building Department

2022

Annual Registration & Inspection of all two-family structures and non-owner-occupied Single-family structures
(Ord. NO. 03-2307)

\$50.00 PER RENTAL UNIT

Property Address: _____

Block: _____ Lot: _____ Condo: () One Family: () Two Family: () (Please check one)

PROPERTY OWNER INFORMATION:

Name: _____ Phone Number: _____

If LLC, please provide contact name: _____

Address: _____

E-mail Address: _____

Emergency Contact Number: _____

Senior: ()

Veteran: ()

Check here if you are receiving a Senior Citizen or a Veteran property tax deduction.

As per FHA regulations you are not required to disclose any personal tenant information on this form. If you are the owner and your family reside at this address, please check off "OWNER" in the unit number you reside in. If your unit or units are occupied by, family non owners, or unrelated tenants, please check off "TENANT". If your property is co-owned on your deed and you both occupy your home, please check off "OWNER" and "OWNER".

Occupants of Unit #1: () TENANT () OWNER

Occupants of Unit #2: () TENANT () OWNER

OVER

DESCRIPTION OF PROPERTY

(Please use numbers when completing quantities in locations below)

	Basement	1 st Floor	2 nd Floor	3 rd Floor
Kitchens	()	()	()	()
Bathrooms	()	()	()	()
Bedrooms	()	()	()	()

NO ROOM RENTALS OR ADDITIONAL DWELLINGS PERMITTED

DEADLINE FOR REGISTRATION IS Feb 18, 2022 AFTER WHICH TIME, FINES MAY BE ASSESSED

**Inspections are conducted
Monday or Wednesday 10:00 AM-1:00 PM or 2:00-5:00 PM
Tuesday and Thursday 12:00 - 4:00 PM And 4:00-7:00 PM
& Friday 9:30 – 12:00 or 1:00 – 4:00PM**

**Please call for a required inspection date and time;
201-387-4055 extension 4151**

AFFIDAVIT OF OWNER

The owner of said property does hereby attest that all answers provided in this application are true and that whenever a change in occupancy occurs during the annual registration period, it shall be reported immediately so that all records shall be current.

Date: _____

Owner's Signature

**Sworn to and subscribed before me on
This _____ day of _____ 2022**

NOTARY PUBLIC STATE OF NEW JERSEY

Date Received: _____

Check Number: _____

Check if Paid in Cash: ()